

OSA 2013-6-73

5 June 1973

MEMORANDUM FOR: See Distribution


SUBJECT: Monthly OSA Status Review

1. The first of the Monthly OSA Status Reviews will be held at 1000 hours, 15 June 1973, in the Control Center. In the interest of making this a brief but viable meeting, it is requested that only the major staff chiefs or their deputies (not both) attend this and subsequent monthly meetings.

2. There will be no set agenda nor format established for these meetings. However, it is the intent that the meetings become a forum for keeping the D/SA and staff heads current on the interrelated activities of OSA. It is, therefore, suggested that the staff heads be prepared to discuss:

- a. Major activities of staff functions during the previous month;
- b. Current activities underway and suspense dates required;
- c. Future required staff actions and suspense dates.

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Executive Officer
Office of Special Activities

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